

PREQUALIFICATION: 2022 and 2025

The Financial Sector Deepening Kenya (FSD Kenya) is an independent Trust dedicated to the achievement of an inclusive financial system that supports Kenya's long-term development goals. We work closely with Government, the financial services industry and other partners to develop financial solutions that better address the real-world challenges faced by low-income households, enterprises and underserved groups such as women and youth. To meet its obligations under the various ongoing projects in Kenya, FSD Kenya is hereby inviting bidders to submit applications to be considered for the supply of goods /provision of services in one or more of the following categories for its Nairobi based offices, for the period 2022-2025:

Prequalification Number	Description	
FSDK-2022-01	Supply of stationery	
FSDK-2022-02	Provision of Printing, Branding and Promotional Services including banners, poster, brochures, signposts	
FSDK-2022-03	Supply of computers, Monitors, keyboard combos and related ICT equipment	
FSDK-2022-04	Provision of Accommodation and conference facilities	
FSDK-2022-05	Provision of air travel agency services, ticketing and travel arrangement	
FSDK-2022-06	Provision of writing and editorial services.	
FSDK-2022-07	Provision of event planning and management services.	
FSDK-2022-08	Provision of digital marketing services	
FSDK-2022-09	Supply and Delivery of office furniture, equipment, and fixtures	
Number	Description	Scope of work
FSDK-2022-10	Photography, videography and audio-visual production	We would like to pre-qualify potential firms with proven experience in photography, video production and/or audiovisual production. Responsible for capturing high quality content to showcase the activities and impact of our projects. The photos, videos and audio should be functional for diverse audiences and have universal appeal. The service provider should also support with the production of animation videos and have the capacity to livestream events to broadcast standards
FSDK-2022-11	Creative and graphic design	The consultant is required to provide services for the design and layout of FSD publications, develop infographics and/or any other graphic design service as may be required. The publications will be designed and laid out in line with FSD Kenya's corporate style unless directed otherwise. FSD Kenya will provide the relevant text of the publications to be laid out and will also provide the FSD Kenya corporate style guide. The consultant will be expected to complete the work to acceptable FSD standards and within the stipulated timelines
FSDK-2022-12	Provision of agriculture and value chains analysis	Undertaking in depth research around value chains with a special focus on agriculture value chains. The target is to do this with a market systems lens that has potential to accelerate development of value-adding finance to catalyze increased production, productivity and profitability of smallholder female farmers, agricultural traders, and processors.
FSDK-2022-13	Provision of GIS data collection, analysis and related expertise	Undertaking GIS analysis related studies including data collection, analysis and translation of the findings into useable information. The outputs are aimed at contributing to the development of a financial market offering useful, affordable, and trusted financial solutions for Kenyans and Kenyan enterprises, especially for women and micro and small enterprises.

FSDK-2022-14	Provision of analysis of complex household and business survey data and data cleaning and data management using statistical packages such as R, STATA, SPSS	Undertaking GIS analysis related studies including data collection, analysis and translation of the findings into useable information. The outputs are aimed at contributing to the development of a financial market offering useful, affordable, and trusted financial solutions for Kenyans and Kenyan enterprises, especially for women and micro and small enterprises.
FSDK-2022-15	Behavioral Economics	Undertaking behavioral economics research to respond to market development questions. The outputs of the research are aimed at contributing to the development of a financial market offering useful, affordable, and trusted financial solutions for Kenyans and Kenyan enterprises, especially for women and micro and small enterprises. FSD's key focus sectors Agriculture and processing, Trade value chains, Health finance, Affordable housing finance and Green finance.
FSDK-2022-16	Poverty analysis and measurement	Undertaking poverty measurement analysis with particular interest in determining its relationship with financial inclusion/inclusive finance and how this is impacting on poverty levels. Application and understanding of various poverty measures is necessary to allow for comparisons and determining the most applicable one for selected sectors.
FSDK-2022-17	Provision of Sampling design	Designing samples for households and business for meeting different market development goals as per defined research question.
FSDK-2022-18	Data visualization expert	Developing data visualizations using publicly available data to respond to research questions of interest of developing a financial market offering useful, affordable, and trusted financial solutions for Kenyans and Kenyan enterprises, especially for women and micro and small enterprises.

FSD Kenya will undertake a due diligence assessment and screening of the preferred Bidder to include reference checks. FSD Kenya will share a Third-party screening questionnaire to process the assessment and screening. Bidder will be shared FSD Kenya Third Party Screening Questionnaire to complete in order to process the assessment and screening. FSD Kenya reserves the right to proceed or reject Bidder(s) depending on the outcome of this assessment and consider the next ranked bidder. The findings of this assessment will be kept confidential and used internally for the purposes of this evaluation.

FSD Kenya reserves the right to accept any tender (s) or to reject all tenders at any time. FSD Kenya also reserves the right to cancel this procurement at any point in time prior to award of the contract.

If you would like to lodge a complaint in regard to this procurement process, please write to tenders@fsdkenya.org with the address [Prequalification of suppliers 2022 – 2025](#). FSD Kenya procurement team will acknowledge receipt of the complaint in writing within three (3) working days.

During the course of this procurement if you come across any issues of bribery, corruption or wrong doing on FSD Kenya part, please feel free to contact Ulla Balle, FSD Kenya Chief Operations Officer at ulla.balle@fsdkenya.org or transparency@fsdkenya.org

EVALUATION CRITERIA

FSD Kenya will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness

Applicants shall not contact FSD Kenya on matters relating to their application from the time of opening to the time the evaluation is finalized, and official communication sent to them. Any effort by the applicant to influence the evaluation shall result in the cancellation of their application.

Registration will be based on meeting the criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.

The applicants must have registered offices and FSD Kenya reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.

Applicants who qualify according to the selection criteria will be invited to submit their quotations or bids for the supply of goods, works or services as and when required.

Applications will be evaluated against the criteria in the tables below.

Mandatory requirements:

No	Requirements
1.	Copy of certificate of incorporation/registration.
2.	Copy of PIN certificate and a current and valid Tax Compliance certificate
3.	Business permit
4.	Duly signed audited financial statement for the immediate last two years (not older than 2019) or.
5.	Bank statement in place of audited accounts within the last 6 months (Attach letters of reference from the Bankers to support bank relations)
6.	CR12 or CR 13 or search details from Registrar of companies
7.	Cover letter-company profile, brochures and catalogue, name, email and phone numbers, form of incorporation, principal place of business operations.
8.	At least three letters of reference from most recently commented works related to the works category being applied. (Copies of contracts /Purchase orders shall not be accepted in lieu of reference letters)
9.	CVs of Key Management and supervisory team
10.	Manufacturers or distributors license (If required for your category), Special Licenses if required in your category and valid Practicing certificates if required in your category

Preliminary Evaluation

No	Pre-qualification Statutory requirements	Max Score
1	Certificate of incorporation/registration	Pass/ fail
2	Current and valid Tax Compliance certificate	Pass/ fail
3	Current Trade License / Business Permit	Pass/ fail
4	Duly signed audited financial statement for the immediate last two years (not older than 2019) or. Bank statement in place of audited accounts within the last 6 months (Attach letters of reference from the Bankers to support bank relations)	Pass/ fail
5	CR12 or CR 13 or search details from Registrar of companies	Pass/ fail
6	PIN/VAT Certificate	Pass/ fail
7	Company profile and catalogue	Pass/ fail
8	Three letters of reference from most recently completed works related to the works category being applied.	Pass/ fail
9	CVs of Key Management and supervisory team	Pass/ fail

Qualification Evaluation

No	Experience	Max Score
1	Age of Company 0 to 2 years – One (1) mark 2 to 5 years – Three (3) marks Over 5 years – Five (5) marks	5
2	Three Letters of recommendation for relevant services/goods from current clients (Not older than 2019) – (5 marks per recommendation letter)	15
3	At least Three copies of LPOs or Contracts for relevant service/goods for the last 3 years. (5 marks per PO/Contract)	15
4	Relevant experience for supplying goods or services to INGOs, United Nations or development partners. 1 Mark for each	5
5	Manufacturers or distributors license (If required for your category)	5
6	Special Licenses if required in your category	5
7	Provision of evidence of physical address and premises supported by tenancy agreement, lease or title.	10
8	CVs of Key Management and supervisory team – 1 mark each up to a max of 5	5
9	Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets	5
10	Manpower and staffing	5
11	Financial Review	
12	Audited financial statements for the last three (3) years (Not older than year 2019)	25

	Bank statement in place of audited accounts within the last 6 months - 5 marks Signed Accounts by auditors- 10 marks Liquidity – 5 Marks (Total – 15 marks) Attach letters of reference from the Bankers to support bank relations. = 5 marks	
	Total Score	100

Interested bidders should send ALL the above mandatory documents by email to tenders@fsdkenya.org on or before **September 10th 2022, at 17:00HRS (EAT)** with the **subject line being the category prequalification Number and description.**

If you have any **clarification questions**, please email us at tenders@fsdkenya.org no later than **August 26th, 2022**. Responses to clarification questions shall be sent on 31st August 2022.

Tender security is **NOT** required. Issuance of this request for prequalification in no way obligates FSD Kenya to prequalify or award a contract. Applicants will not be reimbursed for any costs associated with their application for prequalification.